

KEY VOLUNTEER POSITION DESCRIPTION

2010 AUSTRALIAN UNIVERSITY GAMES (2010 AUG)

ROLE:	Administration & Workforce Assistant
VENUE:	2010 AUG Office (Mt Claremont, Perth WA)
REPORTS TO:	Administration & Workforce Coordinator
START/FINISH DATES:	May 2010 – October 2010 (or as arranged with the Administration & Workforce Coordinator)
TIMES/DAYS:	9.30am – 4.30pm One day per week <u>OR</u> one day per fortnight (or as arranged with the Administration & Workforce Coordinator)

Role Summary

The Administration & Workforce Assistant is responsible for assisting the Administration & Workforce Coordinator with the planning, preparation and delivery of the volunteer program and uniform program for the 2010 Australian University Games (2010 AUG).

This role assists in the planning and delivery of the Games Centre venue for the 2010 AUG. This role also assists in implementing and operating the administration, registration and accreditation systems for the Games.

Key Tasks & Responsibilities

- Assist in the recruitment, selection, allocation and retention of volunteers for the 2010 AUG volunteer program
- Assist in the production and distribution of volunteer rosters
- Assist in the planning and delivery of volunteer training and volunteer recognition
- Assist in implementing volunteer communication systems for 2010 AUG
- Assist in the planning and delivery of the 2010 AUG uniform program
- Assist in the planning and delivery of the Games Centre venue
- Assist in the implementation of the administration, registration and accreditation systems for the Games
- Escalate any issues to the Administration & Workforce Coordinator
- Perform and complete other tasks as requested by the Administration & Workforce Coordinator

Knowledge, Skills and Experience

- Enthusiastic and motivated approach
- Well-developed customer service skills and problem solving skills
- Very good organisational skills, communication skills and interpersonal skills
- Very good computer/keyboard skills including word processing and use of database applications
- Attention to detail
- Ability to prioritise and meet deadlines
- Ability to receive and follow directions
- Ability to show initiative and exercise sound judgement
- Ability to work as part of a team, as well as individually as required

- Previous experience in HR, customer service, administration and/or databases is desirable
- Previous experience as an events volunteer is advantageous

Requirements

- Commit to at least one day per week or one day per fortnight at the 2010 AUG Office
- Follow the policies and procedures of the 2010 AUG
- Promote and commit to the values of the 2010 AUG
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Attend compulsory 2010 AUG training sessions as required

How to Apply:

1. Read through the position description
2. Apply using the **2010 AUG Volunteer Application Form:**
 - a) download **here**
 - b) **OR** telephone 08 9284 9183 for a paper copy to be sent to you
3. Complete all sections of the application form
4. Forward your application to the Administration & Workforce Coordinator:

Email: aug.volunteer@unisport.com.au

Mail: 2010 Australian University Games
PO Box 2593
Mt Claremont WA 6010

Fax: 08 9383 9654

All applications will be acknowledged and successful applicants will be contacted accordingly.

If you have any queries with regards to the information within this position description, please contact the Administration & Workforce Coordinator on 08 9284 9183 or email aug.volunteer@unisport.com.au

The details within this position description may change at any time in the lead up to the 2010 Australian University Games. Volunteers will be notified of any changes to their position description, if and when they occur.